

DRAFT

S-E-C-R-E-T

INVENTORY OF ECONOMIC INTELLIGENCE PERSONNEL
AT RELOCATION SITESInstructionsI. TO THE EIC REPRESENTATIVE (OR HIS DESIGNEE):

A. Distribute, 24 hours after instructions to proceed to relocation site have been issued, one copy of this instruction and its attachments to each individual at your relocation site who has substantive competence in any area of economic intelligence.

B. Upon return of the completed forms from all individuals draft and transmit as soon as possible to the EIC Secretariat, CIA Relocation Site, the inventory message required. Directions for composite message drafting follow in Part III of these instructions.

II. TO THE INDIVIDUAL:

A. Follow these instructions carefully and return the completed FORM EIC-1, Sheets 1 and 2, to your EIC representative (or his designee) within two hours of your receipt of the forms.

1. Fill in your name: Last name, initials
2. Fill in your agency affiliation
3. Put EIC in after USIB Committee
4. Fill in the date and time (EST) you complete the report
5. After reviewing the subject and area headings, place an X in each box in which you have a substantive competence, e.g.,  List all area/subject combinations in which you have a competence as a result of job assignment -- past or present, personal experience, or academic study. The purpose of this survey is to provide the US Government intelligence components with an inventory of professional competencies which can be called upon when needed for special estimates or high priority research assistance. As a possible guide: professional competence can be considered as one year's graduate study in the area/subject, 12 months' working experience in the area/subject, one year's working residence in the area/subject, or any equivalent combination of these.

B. Return the completed form to your EIC representative (or his designee) within two hours of receipt.

III. TO THE EIC REPRESENTATIVE (OR HIS DESIGNEE):

A. Drafting of the Inventory message to the EIC Secretariat, CIA Relocation Site, may be started upon receipt of the first completed form from an individual.

B. The heading on the message should read:

TO: EIC Secretariat/CR, CIA Relocation Site
FROM: (fill in department or agency)
REFERENCE: FORM EIC-1 COMPLETION

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~~SECRET~~

III. TO THE EIC REPRESENTATIVE (OR HIS DESIGNEE): (Continued)

C. For the body of the message write

1. The name and initials of the individual
2. The appropriate 5 letter designations for area/subject designations. *(The X in each box becomes the 3rd letter of each group.)* The first two letters indicate subject designation; the third will be an X; the last two indicate area designations, e.g., HAXVB would indicate competence in general economic analysis for the USSR.
3. The 1. and 2. combinations above should be repeated for each individual who completes a form.
4. The last item in the message should be the date and time shown on the last form received.

Example of a completed message:

TO: EIC SECRETARIAT/ORR, CIA RELOCATION SITE

FROM: STATE

REFERENCE: FORM EIC-1 COMPLETION

JONES, A.B. HAXVB HAXVI HBXVB HOXVC HWXVG

SMITH, C.D. HDXVB HDXVC HDXVD HDXVE HDXVF HDXVG

HKXVB HKXVB BLACK, E.F. HJXVI HJXVJ HPXVA

21 MAY 1400 EST.

5. A copy of this instruction and of the accompanying form should be given to the Signal Center at your Relocation Center with your outgoing message in order to lessen chances of error in coding and transmission.

D. Additional inventory messages should be transmitted at 24 hour intervals to indicate accretions to or deletions from the original message. These additional messages should be transmitted at intervals until the personnel situation at your site has stabilized.

IV. TO THE EIC SECRETARIAT:

Prepared multilith forms for the production of collated personnel inventory are stored in the EIC files of the Vital Materials Center at the CIA Relocation Site. The Secretariat will collate the inventory messages as received and will publish and disseminate to all EIC member agencies a completed personnel survey. The survey will be disseminated 72 to 96 hours after the alert has been called. Revisions will be published as appropriate.

Physical dissemination of the survey will take place by the best means available under the conditions existing at the time.

(When filled in)

THE TENNESSEE STATEMENT TO THE UNITED NATIONS

(When filled in)

FORM NUMBER: EIC-1, Sheet 1 of 2 Sheets

(When filled in)

WORLD	VA	VB	VC	VD	VE	VF	VG	VH	VI	VJ	VK	VL	VM	VN	VO	VP	VQ	VR	VS
CHEMICALS	HL																		
MINERALS AND METALS	HM																		
MACHINERY AND EQUIPMENT	HM																		
ELECTRIC POWER	HO																		
PETROLEUM	HP																		
SOLID FUELS	HQ																		
NUCLEAR POWER	HR																		
AIRCRAFT	HS																		
GUIDED MISSILES	HT																		
SHIPS	HU																		
WEAPONS AND AMMUNITION	HW																		
ECONOMIC GEOGRAPHY	HW																		
MARKINGS ANALYSIS	HY																		
MEDICAL AND SANITARY SUPPLIES (INC. DRUGS & PHARMACEUTICALS)	HZ																		